

**CERTIFICATE OF COUNTY CLERK ON DEPOSIT OF MONEYS  
INTO COURT OR PURSUANT TO STATUTE**

STATE OF NEW YORK  
COUNTY OF SUFFOLK  
\_\_\_\_1\_\_\_\_ COURT

Office of the County Clerk  
Riverhead, NY  
Date: \_\_\_\_2\_\_\_\_, 20\_\_3\_\_

Purpose of Deposit<sup>1</sup>:  
( ) Discharge judgment<sup>2</sup>  
( ) Tender into court to discharge stakeholder<sup>2</sup>  
( ) Security for costs<sup>2</sup>  
( ) to discharge a mechanic's lien<sup>3</sup>  
( ) Other/Lien #: \_\_\_\_6\_\_\_\_<sup>2</sup>  
(insert other purpose or Mechanic's Lien #)

- against -

Index No.: \_\_\_\_7\_\_\_\_

I, **JUDITH A. PASCALE**, the Clerk of the County of Suffolk, do hereby certify that I have this \_\_\_\_8\_\_ day of  
\_\_\_\_9\_\_\_\_, 20\_\_10\_\_, received from \_\_\_\_11\_\_\_\_ the sum of  
\$ \_\_\_\_12\_\_\_\_, which sum I have deposited this same day with the Comptroller of the County  
of Suffolk.

**Section A:** funds deposited pursuant to the \_\_\_\_13\_\_\_\_ of \_\_\_\_14\_\_\_\_ Court dated  
\_\_\_\_15\_\_\_\_ and entered \_\_\_\_16\_\_\_\_ and/or pursuant to § \_\_\_\_17\_\_\_\_ of  
the \_\_\_\_18\_\_\_\_ and deposited for the benefit of  
\_\_\_\_19\_\_\_\_.

**Section B:** funds deposited to discharge a mechanic's lien for \$ \_\_\_\_20\_\_\_\_, filed in my office on  
\_\_\_\_21\_\_\_\_, by \_\_\_\_22\_\_\_\_, claimant, against  
\_\_\_\_23\_\_\_\_ and against  
property situated at \_\_\_\_24\_\_\_\_ with  
TMN: \_25\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_.

\_\_\_\_\_  
County Clerk

(Seal)

<sup>1</sup> Check one

<sup>2</sup> Complete the information in Section A

<sup>3</sup> Complete the information in Section B

## **INSTRUCTIONS FOR COMPLETING THE CERTIFICATE OF COUNTY CLERK ON DEPOSIT OF MONEYS INTO COURT OR PURSUANT TO STATUTE**

All information above Section A must be filled in for all deposits. With regard to the “Purpose of Deposit”, place a check in the box best describing the purpose for which the deposit is being made.

If funds are being deposited into Court or pursuant to a CPLR 3219 tender, Section A must be completed and “NA” inserted in items 20-25. If the deposit is for the purpose of discharging a mechanic’s lien, insert “NA” in items 13-19 and complete Section B.

Bring the completed form and a copy of the document directing deposit, if any, with you when tendering the funds at the County Clerk’s Office.

1. Insert the name of the Court in which the matter is pending or would be pending. The options are Supreme or County Court.
2. Insert month and day deposit being made.
3. Insert year deposit being made.
4. Insert Plaintiffs/Claimants names. Claimant in the case of a mechanic’s lien.
5. Insert Defendants/Property Owner’s names. Property owner in the case of a mechanic’s lien.
6. Insert an other purpose if the deposit is not adequately described by items 1-4. If purpose is to discharge a mechanic’s lien, insert the number of the mechanic’s lien being discharged.
7. Insert index number of matter if one has been assigned.
8. Insert day deposit made.
9. Insert month deposit made.
10. Insert year deposit made (last two digits).
11. Insert name of person or entity depositing funds.
12. Insert amount being deposited. In the case a mechanic’s lien is being discharged, the sum written should be the amount being deposited (amount of lien plus interest) plus \$3 handling fee which added together should total the full amount being submitted to the County Clerk. For example, the total sum being deposited to discharge a mechanic’s lien is \$9,387.00. The sum written should be “\$9,384.00 plus \$3 handling fee”.
13. Insert the type of document directing the deposit of the funds, if any. The usual document type is an order or judgment. If the deposit is not pursuant to one of these document types, see item 17.
14. Insert Court issuing the document type from item 13 (Supreme, County, Appellate Division).
15. Insert the date of the document – date signed by the Court.
16. Insert date filed with the County Clerk.

17. Insert the section of law for which the deposit is being made. Include if referenced in the document from item 13.
18. Insert Chapter of law in which the section in item 17 is contained (for example, CPLR).
19. Insert the name(s) of the party(ies) for whose benefit the deposit is being made.
20. Insert the amount of the mechanic's lien.
21. Insert the date the mechanic's lien filed with the Suffolk County Clerk.
22. Insert the name(s) of the person(s) or entity(ies) who filed the mechanic's lien.
23. Insert the name(s) of the person(s) or entity(ies) against whom the mechanic's lien was filed.
24. Insert the address of the property the mechanic's lien was filed against.
25. Insert the complete Tax Map Number of the property against which the mechanic's lien was filed. The complete number is 19 digits long and must include all leading and trailing zeroes. For example, the Town of Babylon is District 0100 (the leading "0"s **must** be included).